



**Manchester Health Department**  
**1528 Elm St.**  
**Manchester, NH 03102**  
**Tel: (603) 624-6466 / Fax: (603) 668-6004**

## **FOOD SERVICE FACILITY PLAN REQUIREMENTS**

The New Hampshire Rules for the Sanitary Production and Distribution of Food (He-P 2300) and Chapter 117 of the Code of the City of Manchester require the submission of plans and specifications whenever a restaurant/food service facility is constructed, remodeled, or converted. Prepared plans shall be submitted for review **before** beginning the work. All construction, remodeling or conversions must conform to the plans and specifications, which have been reviewed and approved by the Health Department.

### Submission of plans:

Four (4) sets of scale drawings shall be submitted to the Health Department along with a proposed menu or description of the business to be conducted and the name address and telephone number of a contact person. Three (3) sets will be returned to you to be delivered to the Building and Fire Departments and one set you keep. There is no fee for the plan review. Plans can be mailed or delivered to 1528 Elm St., Manchester, NH, 03101.

### The plans:

The plans do not need to be professionally prepared. However, they do need to be legible, drawn to scale, and contain all information necessary for review. (See below) Comments shall be returned to the contact person. Review and comments will be made as quickly as possible but may take five (5) working days.

### Approval of plans:

Plans shall be approved when all specifications comply with Chapter 117 and He-P 2300. The Department must approve any deviations from the approved plans. Approval of plans by the Department does not imply compliance with other construction standards such as building, fire or plumbing nor does it authorize operation of the facility during or after construction.

### Inspections:

Construction inspections and pre-opening inspections are necessary. They should be scheduled at least two (2) working days in advance.

**NOTE:** Inspections are conducted during normal working hours. Current hours are 8:00 am – 5:00 p.m., Monday through Friday.

## **PLAN REQUIREMENTS**

### Restrooms:

The Building Department determines the number and design of public restrooms.

However, the existence and location of employee restrooms is under the Health Department jurisdiction.

Must be separate from food storage and preparation areas. Access to public restrooms must NOT be through these areas.

Must have dispensed soap and paper towels or mechanical hand drying equipment.

Must have a trash receptacle. All stalls in women's restrooms must have a covered receptacle.

Must be mechanically vented to the outside.

Must have self-closing doors.

### Plumbing:

Vacuum breakers must be installed on all hose bibs and threaded faucets.

Backflow preventers are required on drink machines and ice machines that are connected directly to the water supply.

Air gaps must be provided on drain lines of ice machines, condensers, dish washing machines, food preparation sinks, and ice holding bins.

A separate sink used for mops and mop water must be provided.

### Hand washing facilities:

Must be located within each food preparation area and ware washing area.

Must be provided with dispensed soap and paper towels.

Must have a trash receptacle nearby.

Must have a single spigot and, ideally, NO spring loaded or snap faucets.

Must be provided with hot, at least 120<sup>0</sup>F, and cold running water at all times.

### Water heating equipment:

Must be capable of providing enough hot water to meet the needs of the facility.

A minimum of sixty (60) gallons per hour recovery rate is recommended.

If an automatic dish washing machine is used, the water heater should be capable of supplying 60 gallons plus the maximum usage of the dish machine.

Should be commercial grade.

Kitchen:

ALL equipment must be commercial grade. (NSF or equivalent)

ALL surfaces must be smooth, easily cleanable and non-absorbent.

A three-compartment sink, which is sized to accommodate the largest item to be washed, is required.

Three compartment sinks must have attached drain boards or mobile carts used to store dirty items until washed and clean items until dry.

Items that are not easily moved must be sealed to the adjacent equipment, floor, wall, etc.

Equipment must not be located under exposed sewer lines, unprotected water lines, or in open stairwells.

Adequate space for the safe and sanitary storage of food and food contact items must be provided.

Other:

Separate areas for the storage of personal items, cleaning chemicals, and cleaning equipment must be provided.

If laundry is to be done on site, the washing machine and dryer must be in a room separate from all other uses. Dryers must be vented so as to prevent the accumulation of lint and dust in the facility.

All outer openings must be designed to prevent entrance of insects and vermin into the facility.

Refuse containers must be stored on a hard, cleanable surface.

Refuse containers must be durable, easily cleanable and insect/rodent proof.

Refuse containers must be capable of holding all the trash and garbage produced by the facility between pick-ups.

Identify where the refuse containers will be stored between pick-ups. (Essential for facilities to be located in densely populated areas such as the downtown area). Identify the non-smoking area; include the number of seats.

**Please reference the above items on the plans or in an accompanying letter.**